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1 September 1954

MEMORANDUM FOR: The Comptroller

SUBJECT : Periodic Reporting on Jury Leave

1. From time to time the General Counsel's Office and this office are confronted with difficult situations where employees of CIA are called for jury duty, and the utilizing office requests the Agency to secure postponement of service. Depending on each particular situation, attempt is made to weigh the Agency's requirements against the basic duty of its employees as citizens to serve as jurors.

2. It would be of some assistance in making those decisions to know the exact number of CIA employees who do answer the call for jury duty. The Office of General Counsel, in turn, would maintain a record of those employees who are excused from jury duty at Agency request. It has been suggested that if the IBM cards were punched to record jury duty, it would be a simple matter to render periodic reports of jury duty taken. I would suggest semi-annual reports of this nature.

3. Will you give consideration to establishing this procedure and advise me if there are any apparent difficulties?

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LAWRENCE R. HOUSTON
Acting Deputy Director (Administration)

cc: OGC

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